

**United States District Court
District of Puerto Rico
Clerk's Office**

Frances Morán, Esq.
Clerk of Court



150 Carlos Chardón Street
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Vacancy Announcement 17-07

AN EMPLOYMENT OPPORTUNITY OPEN TO FEDERAL JUDICIARY EMPLOYEES ONLY

Position Title: Information Technology and Network Security Officer
Position Type: Full-time / Permanent
Grade: Classification Level CL-29 with Promotion Potential to CL-30 without further competition
Salary: \$68,640.00 + 3.66% Cost of Living Allowance
Open Date: Wednesday, May 31, 2017
Closing Date: Tuesday, June 6, 2017

Position Overview

The United States District Court for the District of Puerto Rico is currently accepting applications for the position of Information Technology (IT) and Network Security Officer. The IT and Network Security Officer performs professional level work for the information technology network and systems infrastructure for the United States District Court, and United States Probation Office.

The incumbent reports directly to the Systems Manager as a member (with supervisory responsibilities) of the Systems Department.

REPRESENTATIVE DUTIES

- ❖ Provides security analysis of IT activities to ensure that appropriate security measures are in place. Conducts security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements.
- ❖ Oversees the implementation of security on information systems and the generation of security documentation for systems. Manages information security projects (or security-related aspects of other IT projects) to ensure milestones are completed in the appropriate order, in a timely manner, and according to schedule. Prepares justifications for budget requests.
- ❖ Manages the development and maintenance of local court unit security policies and guidance, the remediation of identified risks, and the implementation of security measures.
- ❖ Evaluates, coordinates, configures and implements methodologies to increase and guarantee systems and network infrastructure efficiency, performance, compatibility and reliability.

- ❖ Responsible for securely designing, implementing, maintaining, or modifying information technology systems and network infrastructure related to computing environments that are critical to the operation and success of the local court unit.
- ❖ Analyzes, develops, and implements, in collaboration with IT staff, short and long-range automation improvement plans for the court. Formulates and implements procedures for disaster recovery operations and testing of the systems and network infrastructure reliability, performance and security, among others.
- ❖ Administers systems and network infrastructures. Tests, schedules and implements the deployment of security patches and updates. Prepares detailed and comprehensive operational documentation and procedures of systems and network infrastructure.
- ❖ Reviews, evaluates, recommends and implements court technology security programs, including automation, telecommunications, and other technology utilized by the court. Participate in district-wide network projects and supervise on-site vendors.
- ❖ Responsible of implementing and conducting security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, protection requirements, and corrective actions. Utilize standard reporting templates, automated security tools, and cross-functional teams to facilitate security assessments. Establishes mechanisms to promote awareness and adoption of security best practices.
- ❖ Perform other related duties or special projects, as assigned.

QUALIFICATIONS

A minimum of at least 5 years of professional IT security experience or related, a strong understanding of IT security best practices and demonstrated ability to analyze, design, implement and train security procedures. Thorough knowledge and expertise in the theories, principles, practices and techniques of network management and security, IT networks, network traffic, computer hardware and software, and data communications. Excellent written and oral communication, presentation, organizational, and interpersonal skills, and the ability to work in a team based environment. A bachelor's degree in computer science or business administration is strongly preferred.

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment**- Form AO78, available in the Clerk's Office or on our website www.prd.uscourts.gov
- 2) **Cover Letter** stating the reasons for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packages will not be considered.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR
Attn: Agnes Ferrer-Auffant, Esq.
Human Resources Manager
150 Carlos Chardon Street
Federal Building Room 150
San Juan. PR 00919-1787

or e-mailed to: vacancies@prd.uscourts.gov

All applications must be submitted by Tuesday, June 6, 2017. E-mailed documents must be submitted as a single PDF document. The Court reserves the right to modify or withdraw this announcement without prior notice.

Applications submitted for this position may be considered for similar positions that may occur within 90 days from the date the position is filled.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer